



WHITEHORSE CITY COUNCIL POSITION DESCRIPTION

GROUP FITNESS INSTRUCTOR

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| Classification: Sessional Rate | Effective Date: July 2018 |
| Reports to: Group Fitness Team Leader | Tenure: Sessional |

Goal Statement

The position will deliver high quality group fitness classes to patrons in a safe and hygienic environment and in accordance with industry standards, to assist in the improvement of patron's health and wellbeing.

Key Responsibilities

Position Specific Responsibilities

- Conduct group fitness classes (land or aqua) depending on qualifications and skills.
- Supervise patrons during classes and provide direction, advice and demonstration on safe and correct exercise techniques.
- Ensure full set up and pack up of classes.
- Monitor patron entry to class to ensure eligibility of participants.
- Provide high quality customer service in accordance with Centre policies.
- Positively promote the Centre and its programs.
- Treat all patron information in accordance with the Privacy Act.
- Ensure the safety of patrons and respond to first aid and emergency situations in accordance with Centre procedures.
- Conduct routine cleaning and maintenance tasks to ensure the group fitness area is clean and maintained to a high standard.
- Contribute ideas on area programs and service improvements.
- Act as Area Warden in emergency evacuations as required.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Authority

Budget: Nil

Staff Responsibility: Nil

Decision Making:

- The position will work within a specialised area where procedures are well understood and clearly documented. The position may select from a range of techniques, systems, equipment, methods or processes in determining the advice to be given to patrons.

Key Relationships

- The position will liaise with other team members, Lifeguards (when performing aqua classes), Reception staff, key staff, patrons and community groups as required.

Selection Criteria (Essential)

Qualifications/Certificates/Licences and Experience

- Registration through Physical Activity Australia, Fitness Australia, Yoga Australia or equivalent as required.
- Appropriate specialist class qualifications and certificates including Les Mills International Certification.
- Level 2 First Aid Certificate.
- CPR Qualification.
- Satisfactory National Criminal History Check.
- Working with Children Check.

Technology

- Ability to utilise audio equipment.

Other technical skills

- Good customer service skills.
- Ability to demonstrate and coach patrons on safe exercise methods and techniques.

Interpersonal

- Good oral and written communication skills to enable positive interaction with patrons and other employees.
- Appreciation of the different needs of individuals and the ability to convey tolerance and sensitivity to patron's values and beliefs.
- Friendly, enthusiastic and professional approach.

Leadership/management:

- Ability to work as part of a team and individually under routine supervision.
- Ability to organise and forward plan for classes under general supervision.

Notes and comments:

- The position includes an inherent physical requirement to lift and move exercise equipment and safely demonstrate exercise techniques. Please refer to the Physical and Functional Requirements Checklist for more information. Short listed candidates may be required to attend a pre-employment medical examination.
- The position may be required to attend out of hours meetings and training sessions.
- The position may be required to work from different locations within the municipality.
- The position may be required to work shifts anywhere within the Centre's ordinary spread of hours:
 - Monday to Friday 4.30am – 11.00pm
 - Saturday 4.30am – 8.30pm
 - Sunday and public holidays 7.00am – 8.30pm

Key Selection Criteria:

1. Ability to demonstrate and coach patrons on safe exercise methods and techniques.
2. Good oral and written communication skills to enable positive interaction with patrons and other employees.
3. Ability to organise and forward plan for classes under general supervision.

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|----------------------------|--|--------------|--|
| EMPLOYEE NAME: | | | |
| Employee Signature: | | Date: | |

PHYSICAL REQUIREMENTS FOR POSITION

POSITION TITLE: Group Fitness Instructor

LOCATION/DEPARTMENT: Aqualink Box Hill/Aqualink Nunawading

TASK DESCRIPTIONS (Tick relevant frequency)

| Task | Performed Often (5+ times a shift) | Performed Sometimes (2-4 times a shift) | Never/Rarely Performed (Up to once a shift) |
|-------------------------------------|---------------------------------------|--|--|
| Keyboard duties | | | ✓ |
| Reading tasks | | ✓ | |
| Writing tasks | | ✓ | |
| Sitting (extended periods) | | | ✓ |
| Walking/standing (briefly) | ✓ | | |
| Walking/standing (extended) | ✓ | | |
| Driving car/utility/truck | | | ✓ |
| Lifting/carrying duties < 20 kgs | ✓ | | |
| Lifting/carrying duties >20 kgs | ✓ | | |
| Pushing/pulling tasks < 20 kgs | ✓ | | |
| Pushing/pulling tasks >20 kgs | ✓ | | |
| Bending/kneeling requirements | ✓ | | |
| Climbing stairs/ladders/scaffolds | | | ✓ |
| Exposure to dust/dirt | | | ✓ |
| Exposure to hazardous materials | | | ✓ |
| Exposure to noise | ✓ | | |
| Repetitive arm/wrist/hand movements | ✓ | | |